

VACANCY NOTICE

2005-147

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Statewide IT Training Manager</u>	CLASSIFICATION CODE: <u>tba</u>
	SALARY RANGE: <u>135, \$58569-66331</u>	REFERENCE POSITION NO.: <u>tba</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>12/20/05-12/26/05</u>
	Division/Section/Unit <u>Information Technology</u>	
	Assignment(s) / Comments <u>Pending Public Hearing/Budget Approval</u>	
	Shift and Days: <u>1st (Monday-Friday)</u>	Job Location: <u>One Capitol Hill, Providence, RI</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> _____	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: This position is responsible for planning, budgeting, scheduling, coordinating and management of the information technology training program. Included in the training program will be both education and skill development in the following areas: Information technology management; Project management; Project delivery methodologies; Business processes management; Technical; Products; Application development, and project specific programs.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <u>Education:</u> Such as may have been gained through: graduation from an accredited college or university with a degree in Education and/or Computer Science, or related field. Certification in education is desired, but not required. <u>Experience:</u> Such as may have been gained through: a minimum of five years employment in a management position responsible for training in a wide variety of software applications, or any combination of equivalent experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Tracy Emerton Williams, Chief Information Officer Department of Administration Division of Information Technology One Capitol Hill Providence, RI 02908 Telephone #: <u>(401) 222-4444</u> Fax #: <u>(401)222-4260</u> TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf) e-mail address _____	

